

The meeting was called to order at 4:00 by Michael Stewart.

Roll Call

Virtual	Rose Lange
Present	Debi Milliken
Present	Jeanne Howe
Present	Anne Augustyn
Present	Sheila Brown
Present	Frank Bagnati
Present	Christine Williams
Present	Margaret Hollbrook
Present	Michael Stewart

A motion was made by Christine Williams to approve the agenda and was seconded by Margaret Hollbrook.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

A motion was made by Christine Williams to approve the minutes from the November 16, 2021

meeting.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Abstain	Michael Stewart

A motion was made by Margaret Hollbrook to approve the treasurer's report and was seconded by Sheila Brown.

Anne Augustyn reviewed the details of the treasurer's report with the Board.

Yea	Rose Lange
Not present	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

Correspondence

Michael Stewart reported the Board received a thank you letter from Sandy.

New Business

Seth provided the board with history on maintaining the original amount of money on each line

item rather than transferring money into the new accounts.. The auditor recommended that the transfers between line items take place prior to the end of the year so as not to give the perception that spending had gone over the budget.

A motion was made by Chrstitine Williams to transfer the line item moneys before the end of the year in accordance with the request of the audit report and was seconded by Frank Bagnati.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

Old Business

The board reviewed the Summary expense account from this current year as well as the recommendation for the upcoming 2022 budget. There was a significant increase in the building account to account for paying the company providing cleaning services to the library.

A meeting will be requested with the Township Administrator and the Mayor to discuss plowing of the parking lot and the sidewalk until a maintenance staff member is hired.

It was noted that the Township Added Services line item was for any additional services the township would bill the library for; it does not specify which services are included.

The transfer for capital projects will be further discussed in January. The presentation by the library director will include money for the retaining wall and landscaping.

There is an increase in postage and shipping costs due to the uncertainty of the state library services providing shipping for interlibrary loans.

A motion was made by Christine Williams to accept the budget as presented and seconded by Margaret Hollbrook.

Yea	Rose Lange
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Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

New Business

Debi Milliken has met with the head of the DPW to review the proposal from the library. A meeting will be arranged for January.

A meeting will be scheduled for a meeting with the town council to discuss the 2022 budget.

The next meeting will be held on Tuesday, January 18, 2022 at 4:00.

Director's Report

The equipment for live streaming the meeting was provided by a grant from ARPA funds from the Federal Government. The stream is currently recording the meeting on Zoom and the meeting can easily be uploaded to YouTube. If anyone in the community virtually joins the meeting, there would be a notification on the screen showing who was present.

Seth will seek guidance from the board's counsel regarding requiring an individual to identify themselves before they virtually join the meeting.

To date, there have been no challenges to the library's current offering of books. Seth will present a draft copy of policies to this end at the January meeting.

A motion was made by Sheila Brown to adjourn into closed session to discuss confidential personnel matters and was seconded by Frank Bagnati.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe

Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

The trustees discussed salaries and wages for 2022. It was noted that in order to continue to receive per capita state aid, the director is required to hold an MLS.

A motion was made by Christine Williams to come out of closed session and seconded by Anne Augustyn.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

A motion was made by Christine Williams to accept the 2022 salary guide as presented and seconded by Frank Bagnati.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe

Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

Christine Williams thanked MS for his service as president over the years.

A motion was made by Christine Williams to adjourn the meeting and seconded by Margaret Hollbrook.

Yea	Rose Lange
Yea	Debi Milliken
Yea	Jeanne Howe
Yea	Anne Augustyn
Yea	Sheila Brown
Yea	Frank Bagnati
Yea	Christine Williams
Yea	Margaret Hollbrook
Yea	Michael Stewart

Respectfully Submitted,
Jeanne Howe